

CLASS TITLE: **Field Supervisor II - Parking Enforcement**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class functions as a second level supervisor, overseeing parking enforcement activities in an assigned geographic area; and performs related duties as required.

ESSENTIAL DUTIES: Monitors field operations to ensure proper staff coverage and effective enforcement of parking regulations in an assigned area; meets with supervisory staff to review staffing, work priorities and status of special assignments; approves work schedules and makes necessary revisions to ensure efficiency of work operations; establishes and implements work policies and procedures to ensure optimum productivity; meets with supervisory staff to communicate procedural changes and discuss special projects; reviews productivity reports and evaluates performance of subordinate staff; coordinates and participates in the training of parking enforcement staff; responds to atypical or sensitive complaints and inquiries from aldermanic offices and the general public; works with departmental managers and other city departments to coordinate parking enforcement activities; represents the department at community meetings to provide information on parking enforcement activities and programs; prepares management reports on work accomplishment.

RELATED DUTIES: Coordinates special parking enforcement initiatives; may testify in administrative and court hearings on parking enforcement operations.

MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible experience in the enforcement of parking regulations and restrictions, including one year of supervisory experience, or an equivalent combination of training and experience. A valid Illinois driver's license is required.

Knowledge, Abilities and Skill. Good knowledge of the city's parking ordinances. Good knowledge of the city's parking enforcement policies and practices. Good knowledge of the city's geography. Good knowledge of supervisory and management theory and practices.

CLASS TITLE: **Field Supervisor II - Parking Enforcement (Cont'd)**

Ability to manage parking enforcement activities in a large geographic area. Ability to establish work policies and procedures. Ability to

coordinate work operations with other city departments. Ability to prepare management reports.

Skill in supervising parking enforcement operations. Good oral and written communication skills. Good analytical skills.

Working Conditions. Inside: General office environment. Outside: Occasional exposure to inclement weather and extreme temperatures.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 2003
City of Chicago
Department of Personnel